

# 2004 REMITTANCE VOUCHER SPECIFICATIONS

# **List of Payment Voucher Forms:**

N-1	Declaration of Estimated Income Tax for Individuals
N-3	Declaration of Estimated Income Tax for Corporations
N-5	Declaration of Estimated Income Tax for Estates and Trusts
N-100	Application for Automatic Extension to File Hawaii Return for a Partnership,
	Trust, or REMIC
N-101A	Application for Automatic Extension of Time to File Hawaii Individual Income
	Tax Return
N-200V	Individual Income Tax Payment Voucher
N-201V	Business Income Tax Payment Voucher
N-301	Application for Automatic Extension of Time to File Hawaii Corporation
	Income Tax Return
VP-1	GEW/TAT Tax Payment Voucher

**Note:** Reproductions must meet requirements as established in our current Forms Reproduction Policy and within this document. Examples of the payment vouchers depicted in this document are not to scale and should only be used only as a reference of the document's overall layout.

# **Obsolete Payment Voucher Forms:**

N-288V Payment Voucher for Statement of Withholding on Dispositions by

Nonresident Persons of Hawaii Real Property Interests

# Payment voucher forms no longer processed by the automated processing system:

N-100A Application for Additional Extension of Time to File Hawaii Return for a

Partnership, Trust, or REMIC

N-101B Application for Additional Extension of Time to File Hawaii Individual Income

Tax Return

The use of payment vouchers allows the Department to deposit collections and to process payment information more efficiently. Printing the vouchers as identified in page 1 with the appropriate taxpayer information will allow for automated processing of the payment.

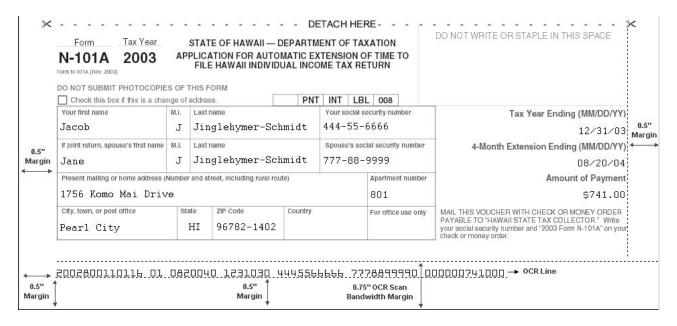
#### **Common Form Layout**

- The format and layout of each payment voucher must be similar to the official version.
- Payment voucher must be 8.5 inches wide and 3.75 inches high.
- Payment voucher must be printed on the bottom of the page, one per page, to ensure a straight line for the scanning equipment to read the scan line.
- The Form N-301 payment voucher has information on both the front (payment voucher) and the back (reasons for rejection) of the document. If duplex printing cannot be done, then print the reasons for rejection on a separate page. The dimension of the separate page is the same dimension as the payment voucher and must include the "DETACH HERE" dotted line separator indicator.

# **Scan Line Printing**

- Scan line must start 0.5 inch from the left edge.
- Bottom of scan line must be 0.5 inch from the bottom of the page.
- Scan line font must be OCR Font A, 12 point, 10 characters per inch.
- There must be an OCR scan bandwidth area that extends from the bottom of the page and with a height of 0.75 inches. The OCR scan bandwidth area is to be free of any print other than the OCR scan line itself, nor should there be any printing on the reverse side of this area.

#### **Example:**



#### **Printing**

• Field constraints used in the vouchers (e.g., amount of payment field, tax period end date field, etc.) do not need to be recreated if values for these fields are printed in Courier font, 12 pt.

All taxpayer-specific information not located on the OCR scan line must be printed in Courier font, 12 pt.

## **Testing and Approval of Payment Vouchers**

- A minimum of 20 hardcopy test samples of each tax type must be provided to ensure proper testing.
- The test samples must contain data in the scan line that simulates production data, with different SSN/FEINs and last names where applicable. For individual vouchers (N-1, N-101A, N-200V), submit test samples with single and joint taxpayer information.
- It will require 1 to 2 weeks, upon receipt by the Department, to verify the accuracy of the submitted samples.
- Approval of each voucher type must be obtained from the Department prior to filing.

#### **Scan Line Content**

- Please refer to each payment voucher type for specifications regarding scan line and variable data placement.
- The Department has assigned a two-digit number to software developers who reproduce Hawaii forms.
  Refer to the Vendor I.D. Number Table. This identification number must be placed where specified on
  each scan line. If your company is not listed in the Vendor I.D. Number Table, please contact the
  Technical Section.

#### **Modulus 11 Check Digit Algorithm**

- The Department uses a Modulus 11 Check Digit Algorithm for field values on the OCR scan line. Check digits are used to guard against incorrect scanning or transmission of data.
- A detailed explanation on how to calculate the check digit is on the last two pages of this document.
   Check digits should be calculated and added as indicated by the respective payment voucher OCR scan line specifications.

#### Contact

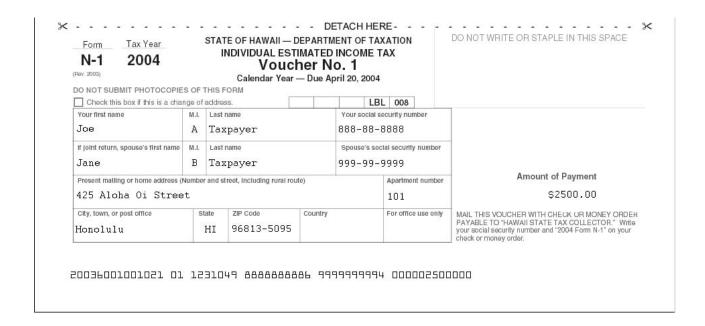
· Mail all samples and correspondence regarding payment vouchers and related issues to:

State of Hawaii Department of Taxation Technical Section Attention: Alexis Shiohira, Forms Coordinator 830 Punchbowl Street, Room 126 Honolulu, HI 96813

Technical Section@tax.state.hi.us 808-587-1577 808-587-1584 (Fax)

# N-1 Declaration of Estimated Income Tax for Individuals

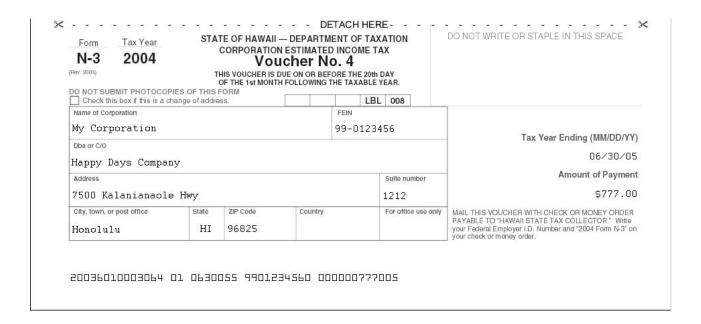
Form N-1 has an OCR scan line as depicted in the figure below. The specifications for the OCR scan line are shown in the subsequent table.



Position	Field	Format	Comment
1-5	OCR scan line Revision Year and Check Digit. This is NOT the tax year.	Number	Set value to 20036.
6-13	Form Number and Check Digit	Number	Set value to 00100102.
14	Voucher Number	Number	Value of 1 to 4.
15	Blank Space	Space	
16-17	Vendor I.D. Number	Number	2-Digit Number. See Vendor I.D. Number Table.
18	Blank Space	Space	
19-24	Tax Period End Date	MMDDYY	
25	Tax Period End Date Check Digit	Number	See Check Digit Calculation.
26	Blank Space	Space	
27-35	Taxpayer ID	Number	Taxpayer SSN
36	Taxpayer ID Check Digit	Number	See Check Digit Calculation.
37	Blank Space	Space	
38-46	Taxpayer Spouse's ID	Number	Taxpayer Spouse's SSN. All zeroes if filing Single.
47	Taxpayer Spouse's ID Check Digit	Number	See Check Digit Calculation.
48	Blank Space	Space	
49-59	Amount of Payment	Number	Left zero-filled. Two (2) right most digits represent cents. No decimal point.
60	Amount of Payment Check Digit	Number	See Check Digit Calculation.

# N-3 Declaration of Estimated Income Tax for Corporations

Form N-3 has an OCR scan line as depicted in the figure below. The specifications for the OCR scan line are shown in the subsequent table.



Position	Field	Format	Comment
1-5	OCR scan line Revision Year and Check Digit. This is NOT the tax year.	Number	Set value to 20036.
6-13	Form Number and Check Digit	Number	Set value to 01000306.
14	Voucher Number	Number	Value of 1 to 4.
15	Blank Space	Space	
16-17	Vendor I.D. Number	Number	2-Digit Number. See Vendor I.D. Number Table.
18	Blank Space	Space	
19-24	Tax Period End Date	MMDDYY	
25	Tax Period End Date Check Digit	Number	See Check Digit Calculation.
26	Blank Space	Space	
27-35	Taxpayer ID	Number	Taxpayer FEIN.
36	Taxpayer ID Check Digit	Number	See Check Digit Calculation.
37	Blank Space	Space	
38-48	Amount of Payment	Number	Left zero-filled. Two (2) right most digits represent cents. No decimal point.
49	Amount of Payment Check Digit	Number	See Check Digit Calculation.

# N-5 Declaration of Estimated Income Tax for Estates and Trusts

Form N-5 has an OCR scan line as depicted in the figure below. The specifications for the OCR scan line are shown in the subsequent table.

N-5 (Flav. 2009)	<b>2004</b> т рнотосори	Ţ	ESTIMATED INCOME TAX FOR ESTATES AND TRUSTS  Voucher 4  THIS YOUCHER IS DUE ON OR BEFORE THE 20th DAY OF THE 15th MONTH FOLLOWING THE TAXABLE YEAR. OF THIS FORM					
	ox if this is a cha				L	3L 008		
Name of Estate of	r Trust				FEIN			
John Doe	Trust				98-765	4321		Tax Year Ending (MM/DD/Y
Dba or C/O								12/31/0
Address						Sulte nu	mber	Amount of Paymer
98-211 Ka	amilo St	reet						\$20,000.0
City, town, or po	st office	State	ZIP Code	Country		For offic	e use only	MAIL THIS VOUCHER WITH CHECK OR MONEY ORDER
Aiea		HI	96701					PAYABLE TO "HAWAII STATE TAX COLLECTOR." Write your Federal Employer I.D. Number and "2004 Form N-5" of your check or money order.
-								· The control of the design of the state of

Position	Field	Format	Comment
1-5	OCR scan line Revision Year and Check Digit. This is NOT the tax year.	Number	Set value to 20036.
6-13	Form Number and Check Digit	Number	Set value to 00200506.
14	Voucher Number	Number	Value of 1 to 4.
15	Blank Space	Space	
16-17	Vendor I.D. Number	Number	2-Digit Number. See Vendor I.D. Number Table.
18	Blank Space	Space	
19-24	Tax Period End Date	MMDDYY	
25	Tax Period End Date Check Digit	Number	See Check Digit Calculation.
26	Blank Space	Space	
27-35	Taxpayer ID	Number	Taxpayer FEIN.
36	Taxpayer ID Check Digit	Number	See Check Digit Calculation.
37	Blank Space	Space	
38-48	Amount of Payment	Number	Left zero-filled. Two (2) right most digits represent cents. No decimal point.
49	Amount of Payment Check Digit	Number	See Check Digit Calculation.

# N-100 Application for Automatic Extension to File Hawaii Return for a Partnership, Trust, or REMIC

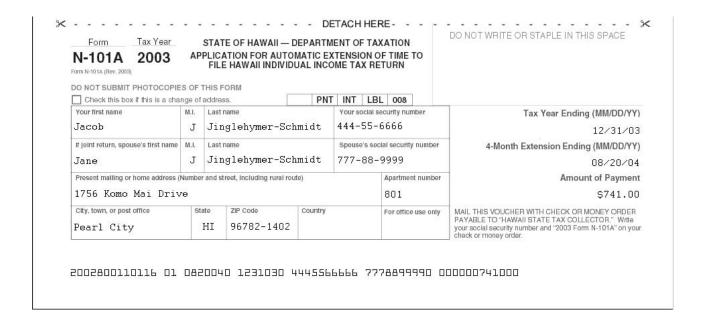
Form N-100 has an OCR scan line as depicted in the figure below. The specifications for the OCR scan line are shown in the subsequent table.

DO NOT SUBMIT PHOTOCOL		PARTNERSHIP	FIDUC	ARY	REMIC	
Check this box if this is a c			PNT	INT LB	L 008	
Name				FEIN		Tax Year Ending (MM/DD/Y
Hawaii Film Vent	ures Part	nership		30-5709	1897	12/31/0
Dba or C/O						3-Month Extension Ending (MM/DD/Y
						07/20/0
Address					Sulte number	Amount of Payme
5101 Rodeo Parkw	ay					\$100,000.0
City, town, or post office	State	ZIP Code	Country		For office use only	MAIL THIS VOUCHER WITH CHECK OR MONEY ORDE
Beverly Hills	CA	90210			7.0	PAYABLE TO "HAWAII STATE TAX COLLECTOR." Write your Federal Employer I.D. Number and "2003 Form N-100 on your check or money order.

Position	Field	Format	Comment
1-5	OCR scan line Revision Year and Check Digit. This is NOT the tax year.	Number	Set value to 20028.
6-13	Form Number and Check Digit	Number	Set value to 00010006
14	Blank Space	Space	
15-16	Vendor I.D. Number	Number	2-Digit Number. See Vendor I.D. Number Table.
17	Blank Space	Space	
18-23	Extension Date	MMDDYY	
24	Extension Date Check Digit	Number	See Check Digit Calculation.
25	Blank Space	Space	
26-31	Tax Period End Date	MMDDYY	
32	Tax Period End Date Check Digit	Number	See Check Digit Calculation.
33	Blank Space	Space	
34-42	Taxpayer ID	Number	Taxpayer FEIN.
43	Taxpayer ID Check Digit	Number	See Check Digit Calculation.
44	Blank Space	Space	
45-55	Amount of Payment	Number	Left zero-filled. Two (2) right most digits represent cents. No decimal point.
56	Amount of Payment Check Digit	Number	See Check Digit Calculation.

# N-101A Application for Automatic Extension of Time to File Hawaii Individual Tax Return

Form N-101A has an OCR scan line as depicted in the figure below. The specifications for the OCR scan line are shown in the subsequent table.



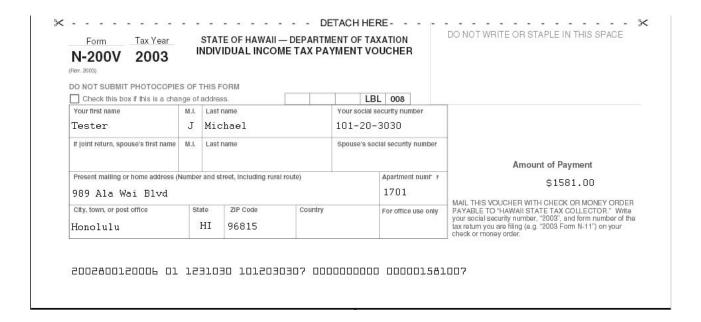
# OCR Scan Line Specifications for Form N-101A

Position	Field	Format	Comment
1-5	OCR scan line Revision Year and Check Digit. This is NOT the tax year.	Number	Set value to 20028.
6-13	Form Number and Check Digit	Number	Set value to 00110116.
14	Blank Space	Space	
15-16	Vendor I.D. Number	Number	2-Digit Number. See Vendor I.D. Number Table.
17	Blank Space	Space	
18-23	Extension Date	MMDDYY	
24	Extension Date Check Digit	Number	See Check Digit Calculation.
25	Blank Space	Space	
26-31	Tax Period End Date	MMDDYY	
32	Tax Period End Date Check Digit	Number	See Check Digit Calculation.
33	Blank Space	Space	
34-42	Taxpayer ID	Number	Taxpayer SSN
43	Taxpayer ID Check Digit	Number	See Check Digit Calculation.
44	Blank Space	Space	
45-53	Taxpayer Spouse's ID	Number	Taxpayer Spouse's SSN. All zeroes if filing Single.

Position	Field	Format	Comment
54	Taxpayer Spouse's ID Check Digit	Number	See Check Digit Calculation.
55	Blank Space	Space	
56-66	Amount of Payment	Number	Left zero-filled. Two (2) right most digits represent cents. No decimal point.
67	Amount of Payment Check Digit	Number	See Check Digit Calculation.

## N-200V Individual Income Tax Payment Voucher

Form N-200V has an OCR scan line as depicted in the figure below. The specifications for the OCR scan line are shown in the subsequent table.

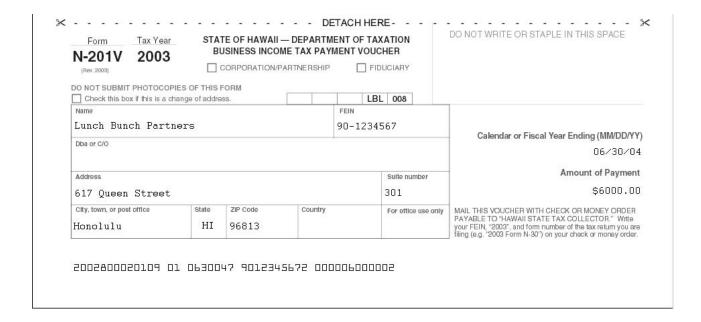


Position	Field	Format	Comment
1-5	OCR scan line Revision Year and Check Digit. This is NOT the tax year.	Number	Set value to 20028.
6-13	Form Number and Check Digit	Number	Set value to 00120006.
14	Blank Space	Space	
15-16	Vendor I.D. Number	Number	2-Digit Number. See Vendor I.D. Number Table.
17	Blank Space	Space	
18-23	Tax Period End Date	MMDDYY	
24	Tax Period End Date Check Digit	Number	See Check Digit Calculation.
25	Blank Space	Space	
26-34	Taxpayer ID	Number	Taxpayer SSN.
35	Taxpayer ID Check Digit	Number	See Check Digit Calculation.

Position	Field	Format	Comment
36	Blank Space	Space	
37-45	Taxpayer Spouse's ID	Number	Taxpayer Spouse's SSN. All zeroes if filing Single.
46	Taxpayer Spouse's ID Check Digit	Number	See Check Digit Calculation.
47	Blank Space	Space	
48-58	Amount of Payment	Number	Left zero-filled. Two (2) right most digits represent cents. No decimal point.
59	Amount of Payment Check Digit	Number	See Check Digit Calculation.

# N-201V Business Income Tax Payment Voucher

Form N-201V has an OCR scan line as depicted in the figure below. The specifications for the OCR scan line are shown in the subsequent table.



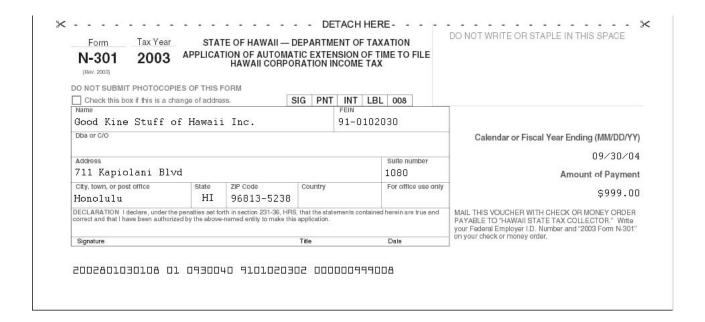
# OCR Scan Line Specifications N-201V

Position	Field	Format	Comment
1-5	OCR scan line Revision Year and Check Digit. This is NOT the tax year.	Number	Set value to 20028.
6-13	Form Number and Check Digit	Number	Set value to 00020109.
14	Blank Space	Space	
15-16	Vendor I.D. Number	Number	2-Digit Number. See Vendor I.D. Number Table.
17	Blank Space	Space	
18-23	Tax Period End Date	MMDDYY	
24	Tax Period End Date Check Digit	Number	See Check Digit Calculation.
25	Blank Space	Space	
26-34	Taxpayer ID	Number	Taxpayer FEIN.

Position	Field	Format	Comment
35	Taxpayer ID Check Digit	Number	See Check Digit Calculation.
36	Blank Space	Space	
37-47	Amount of Payment	Number	Left zero-filled. Two (2) right most digits represent cents. No decimal point.
48	Amount of Payment Check Digit	Number	See Check Digit Calculation.

# N-301 Application for Automatic Extension of Time to File Hawaii Corporation Income Tax

Form N-301 has an OCR scan line as depicted in the figure below. The specifications for the OCR scan line are shown in the subsequent table.



Position	Field	Format	Comment
1-5	OCR scan line Revision Year and Check Digit. This is NOT the tax year.	Number	Set value to 20028.
6-13	Form Number and Check Digit	Number	Set value to 01030108.
14	Blank Space	Space	
15-16	Vendor I.D. Number	Number	2-Digit Number. See Vendor I.D. Number Table.
17	Blank Space	Space	
18-23	Tax Period End Date	MMDDYY	
24	Tax Period End Date Check Digit	Number	See Check Digit Calculation.
25	Blank Space	Space	
26-34	Taxpayer ID	Number	Taxpayer FEIN.

Position	Field	Format	Comment
35	Taxpayer ID Check Digit	Number	See Check Digit Calculation.
36	Blank Space	Space	
37-47	Amount of Payment	Number	Left zero-filled. Two (2) right most digits represent cents. No decimal point.
48	Amount of Payment Check Digit	Number	See Check Digit Calculation.

## **VP-1 GEW/TAT Tax Payment Voucher**

Form VP-1 has an OCR scan line as depicted in the figure below. The specifications for the OCR scan line are shown in the subsequent table.



Position	Field	Format	Comment
1-5	OCR scan line Revision Year and Check Digit. This is NOT the tax year.	Number	Set value to 20036.
6-13	Form Number and Check Digit	Number	Set value to 00090107.
14	Blank Space	Space	
15-16	Vendor I.D. Number	Number	2-Digit Number. See Vendor I.D. Number Table.
17	Blank Space	Space	
18-23	Tax Period End Date	MMDDYY	
24	Tax Period End Date Check Digit	Number	See Check Digit Calculation.
25	Blank Space	Space	
26-33	Taxpayer ID	Number	Taxpayer General Excise ID.
34	Taxpayer ID Check Digit	Number	See Check Digit Calculation.
35	Blank Space	Space	

Position	Field	Format	Comment
36-46	Amount of Payment	Number	Left zero-filled. Two (2) right most digits represent cents.
47	Amount of Payment Check Digit	Number	See Check Digit Calculation.

# Vendor I.D. Numbers Table

Vendor I.D. Number	Company
10	ATX Forms Inc.
11	Aatrix Software, Inc.
12	Alpine Data, Inc.
14	Best Software, CPA Software Product
15	CCH Incorporated (KS)
16	CCH Incorporated (CA)
17	CCH Incorporated (IL)
20	Creative Solutions
24	Data Technology Group
25	Deloitte and Touche Tax Technologies LLC
30	Drake Software
31	Exactax, Inc.
40	H&R Block
45	Independent Systems and Programming, Incorporated
50	Intuit

Vendor I.D. Number	Company
55	Jackson Hewitt Tax Service
57	MasterTax
58	Orrtax Software, Inc.
59	Petz Enterprises, Inc.
60	Rhodes Computer Services, Inc
61	Payroll Tax People LLC
65	RIA
70	STF Services Corporation
74	Tax\$imple, Inc.
75	TaxWorks by Laser Systems
77	TriTech Software Development Corporation
79	Universal Tax Systems, Inc.
80	Vertex Inc. – Sarasota
85	Wal-Mart Stores, Inc., Financial Support Division
90	2 <sup>nd</sup> Story Software, Inc.

# **Modulus 11 Check Digit Algorithm**

The purpose of the check digit is to guard against errors caused by incorrect scanning of a numeric field. The Department uses the Modulus-11 check digit routine to calculate the check digit of a numeric field on the OCR scan line. Starting from the farthest right position and working through the farthest left position of the field, the Modulus-11 check digit routine will apply (multiply by) a weight factor, from 2 to 9, against each position within the field. Thus, the weight factor of 2 is applied against the farthest right position, weight factor of 3 is applied against the next position, then weight factor 4 is used, and so on until reaching the farthest left position of the field or upon reaching the weight factor of 9. The weight factor recycles back to 2 upon reaching the weight factor of 9. The process below outlines the steps to calculate the check digit value.

**Step 1.** Multiply each digit position by the corresponding weight. Digit positions are referenced from right to left.

Digit Position	13	12	11	10	9	8	7	6	5	4	3	2	1
Weight	6	5	4	3	2	9	8	7	6	5	4	3	2
					<b>1</b>								

<sup>\*</sup> Note that at position 9 the weight value recycles starting at 2 and will continue to increment by 1 from right to left.

**Step 2.** Add sum of the products (number and weight).

**Step 3.** If the total is greater than 11, divide the sum by 11. If the total is less than 11, multiply the total by 100 and divide the result by 11

**Step 4.** If the remainder is 0 or 1, then the remainder is the check digit. If the remainder is greater than 1, subtract the remainder from 11, and the result is the check digit.

# **EXAMPLE 1**: 9 digit social security number 743-57-8847

Step 1 & 2: \*Note that the weight value recycles from right to left from 2 starting at position 9.

	Position	<u>11</u>	<u>10</u>	<u>9</u>	8	<u>7</u>	<u>6</u>	<u>5</u>	<u>4</u>	<u>3</u>	<u>2</u>	<u>1</u>	
	Number	0	0	7	4	3	5	7	8	8	4	7	$\leftarrow$ SSN
X	Weight	4	3	2	9	8	7	6	5	4	3	2	
	Total	0	0	14	36	24	35	42	40	32	12	14	= 249

**Step 3:** Divide the total by 11 and determine the remainder: 249 / 11 = 22 with a remainder of 7.

**Step 4:** Since the remainder is greater than 0, subtract 7 from 11: The check digit is 4.

Add the check digit to the lowest digit position of the original number, in this case 4 is added to the right end of the original 9-digit number resulting in **7435788474.** 

# EXAMPLE 2: 11 digit dollar amount \$1,234,567.89 is equivalent to 00123456789 without the decimal point.

Step 1 & 2: \*Note that the weight value recycles from right to left from 2 starting at position 9.

	Position	<u>11</u>	<u>10</u>	<u>9</u>	<u>8</u>	<u>7</u>	<u>6</u>	<u>5</u>	<u>4</u>	<u>3</u>	<u>2</u>	<u>1</u>	
	Number	0	0	1	2	3	4	5	6	7	8	9	← 11-digit
X	Weight	4	3	2	9	8	7	6	5	4	3	2	
	Total	0	0	2	18	24	28	30	30	28	24	18	= 202

**Step 3:** Divide the total by 11 and determine the remainder: 202 / 11 = 18 with a remainder of 4.

**Step 4:** Since the remainder is greater than 0, subtract 4 from 11: The check digit is 7.

Add the check digit to the lowest digit position of the original number, in this case 7 is added to the right end of the original 11-digit number resulting in **001234567897**.

## **EXAMPLE 3**: 4-digit tax year 2003

Step 1 & 2: \*Note that the weight value recycles from right to left from 2 starting at position 9.

	Position	<u>11</u>	<u>10</u>	<u>9</u>	<u>8</u>	<u>7</u>	<u>6</u>	<u>5</u>	<u>4</u>	<u>3</u>	<u>2</u>	<u>1</u>	
	Number	0	0	0	0	0	0	0	2	0	0	3	← Tax Year
X	Weight	4	3	2	9	8	7	6	5	4	3	2	
	Total	0	0	0	0	0	0	0	10	0	0	6	= 16

**Step 3:** Divide the total by 11 and determine the remainder: 16 / 11 = 1 with a remainder of 5.

**Step 4:** Since the remainder is greater than 0, subtract 5 from 11: The check digit is 6.

Add the check digit to the lowest digit position of the original number, in this case 7 is added to the right end of the original 4-digit tax year resulting in 20036.